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ARMY INFANTRY SCHOOL FORT BENNING GA  
LIBRARY HANDBOOK. A GUIDE TO THE RESOURCES AND SERVICES OF THE --ETC(U)  
1979 V S HOWARD

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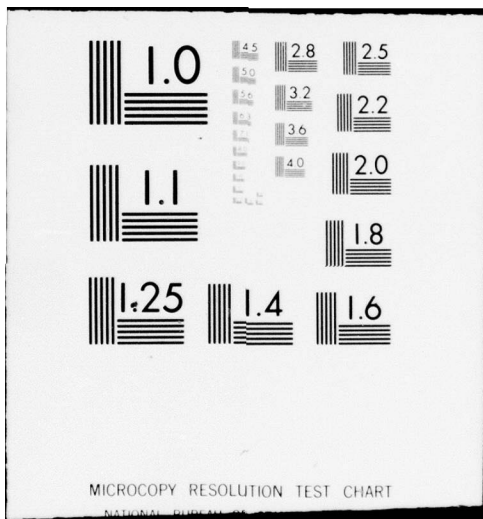
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# LEVEL <sup>12</sup> LIBRARY HANDBOOK



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UNITED STATES ARMY INFANTRY SCHOOL  
FORT BENNING, GEORGIA

1979

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### THE LIBRARY MISSION

The mission of the USAIS Library is to provide reference, research, and bibliographic support to the students, faculty, and staff of the United States Army Infantry School and related agencies.

### AUTHORIZED USERS

Personnel authorized the use of the library are USAIS students, active and retired officers, enlisted personnel, their dependents, and civilians employed at Fort Benning. Other individuals who need materials not available to them elsewhere may make arrangements to utilize the facility and/or use of interlibrary loan service. Users are expected to possess and can present a current ID Card, or, with civilian employees who may not have an ID Card, indicate the Post activity and telephone number at which they are employed.

### HOURS OF OPERATION

USAIS LIBRARY (Building 4, Room 101; Telephone: 544-4053, Autovon 835-4053)

SUNDAYS	CLOSED
MONDAYS THRU THURSDAYS	0800 - 1800 HOURS
FRIDAYS	0800 - 1700 HOURS
SATURDAYS	0800 - 1200 HOURS
HOLIDAYS	CLOSED



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LIBRARY HANDBOOK.

A guide to the resources and services of the USAIS Library.

10

Vivian S. Howard

UNITED STATES ARMY INFANTRY SCHOOL  
Fort Benning, Georgia

12

15 p.

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1979

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"The best way of preserving peace is to be prepared for war."

George Washington

"In war there is no substitute for victory."

Douglas MacArthur

"When all is said and done, one fact stands out supreme and unassailable. It is this. You can't have a good Army without good Infantry. Whatever changes loom ahead in the organization of the Army due to economic pressure or other factors, this great truth must never be forgotten."

Field Marshal Montgomery

"My centre is giving way, my right is pushed back! Excellent! I'll attack."

Ferdinand Foch

"Water shapes its course according to the ground over which it flows...as water retains no constant shape, so in warfare there are no constant conditions."

"He who can modify his tactics in relation to his opponent can achieve the victory."

Sun Tzu



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DEPARTMENT OF THE ARMY  
United States Army Infantry School  
Fort Benning, Georgia 31905

ATSH-DOT

1 March 1979

SUBJECT: The Library Handbook

To the students, faculty and staff of the US Army Infantry School

FOREWORD

1. The Library Handbook is intended to serve as a guide to the resources and services available in the United States Army Infantry School Library. Information contained in the handbook will assist the users in locating resources in an expeditious manner and enhance their awareness of the diversity of materials within the facility for study, research, and enrichment. The collections and services are designed to interface with the curricular requirements and professional development objectives of the School.
2. The library staff is always ready to assist you with the retrieval of information and bibliographic service.

FOR THE ASSISTANT COMMANDANT:

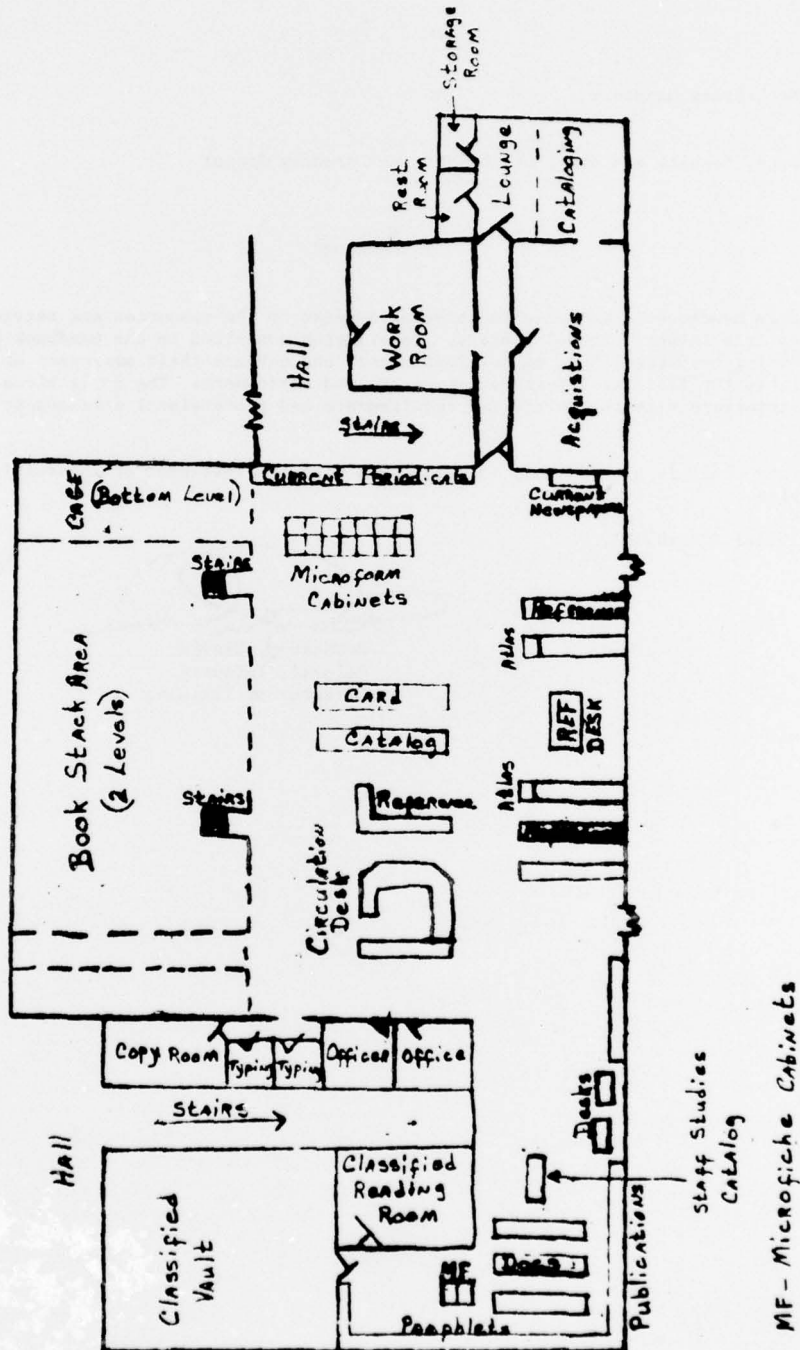


DOUGLAS M. CRAVER  
Colonel, Infantry  
Director of Training

DISTRIBUTION  
A

# FLOOR PLAN

LIBRARY (Building 4):



## UNITED STATES ARMY INFANTRY SCHOOL LIBRARY

The Library comprises approximately 177,000 materials, including books, periodicals, maps, classified and unclassified documents, microforms, and USAIS historical files. There is a comprehensive military collection, with emphasis on Infantry subjects. In addition, there are subjects in management, education, social science, political science, and other areas of current interest. The Library has students' staff studies, monographs, official publications, lessons learned, after action reports, instructional materials and programs of instruction of the Infantry School and other service schools.

The Infantry School Library was established in 1919 when 1,725 library books were transferred from Fort Sill, Oklahoma to Fort Benning, Georgia. At this time, the Library was located in a two-story wooden building near the parade grounds. War Department Special Regulation #14 dated 22 April 1920 directed that the Infantry School Library be maintained separately from the Post Library. Under the guidance of LTC George C. Marshall, Jr., Assistant Commandant, 1927-1932, the library enlarged its holdings and moved to the one-story brick building, which is now the Finance Office. The next move was in 1935 to the Infantry School, Building #35, where the Library remained for nearly 30 years. The library moved into its present location in 1964.

The Library serves as an academic and technical library. The collection of Civil War, historical maps, and after action reports from WW II to Vietnam is good and well represented. The Library's holdings in the field of Infantry constitute an information resource of international importance and reputation.

### USING THE LIBRARY'S RESOURCES

The Library collection is primarily arranged by the Library of Congress Classification System, which is used to locate materials in the library. Materials in the Classified Documents Section, and manuals, technical reports, and official publications within the Unclassified Documents Section are located by the proponent agency and series number indicated on the document. Materials may also be arranged by form, i.e., the periodicals; by use, i.e., the reference collection; or by subject. Though many books dealing with a particular subject are located together, a book is seldom restricted to one subject, resulting in the possibility of its being shelved in one of several different places. The key to locating materials in the library is through the card catalog.



The card catalog is an index of the materials held in the USAIS Library. The card catalog is a divided catalog, consisting of two independent sections as indicated below:

A. The Author - Title Catalog

1. Alphabetical listing of authors.
2. Alphabetical listing of titles.

B. The Subject Catalog. Subject cards describe the library's holdings by general and specific subject headings. The subject is shown at the bottom of the card typed in all capital letters.



## UNITED STATES ARMY INFANTRY SCHOOL LIBRARY

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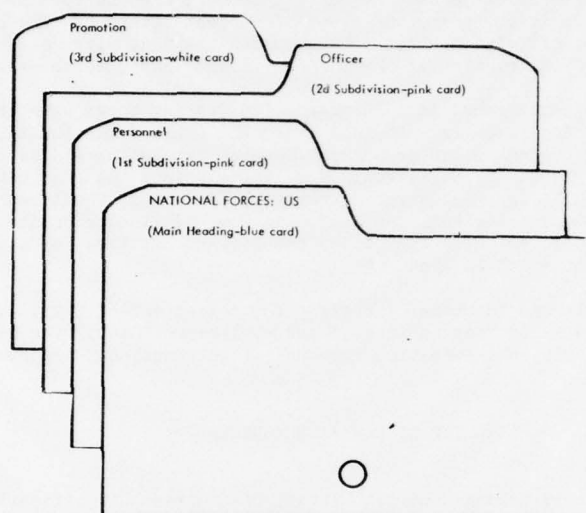
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2. Alphabetical listing of titles.

B. The Subject Catalog. Subject cards describe the library's holdings by general and specific subject headings. The subject is shown at the bottom of the card typed in all capital letters.

Additional parts of the card catalog include Guide Cards. Colored guide cards are used to facilitate use of the catalog. Blue guides with tabs on the left indicate main military headings. Pink guides with tabs on the left are used for subheadings. Further subdivisions of the topic are shown alternatively on pink guides on the right, and then white guides on the left. For example, if you are looking for information on promotion of officer personnel within the armed forces, you would find it as follows:



Buff colored guide cards are used for non-military subjects, i.e., Mathematics, Foreign Relations, and Social Science.

Cross Reference Cards identify other sources of information in the card catalog:

A. A "SEE" card refers from a subject not used in the card catalog to a subject that is used in the card catalog, e.g., LEVANT, "SEE MIDDLE EAST."

B. A "SEE ALSO" card refers to other cards related to the same subject, but under different headings, e.g., ART OF WAR, "SEE ALSO WAR, PEACE."

Filing of Catalog Cards is done in alphabetical order, applying basic rules that should be remembered when using the catalog:

A. Authors are filed by their last names. Names beginning with M', Mc, Mac are filed as though spelled Mac, and are interfiled alphabetically with words beginning with Mac (e.g., MacArthur, McAlexander, machine).

B. Initial articles (a, an, the) in book titles are disregarded in filing.

C. Abbreviations and numerals are filed as though spelled out (e.g., U.S., NATO become United States, North Atlantic Treaty Organization; 1941 becomes Nineteen forty one.)

D. The shorter word comes first, i.e.,

Machine Guns  
Machines

E. Although most subject cards are filed alphabetically, those for the historical subdivision of a subject are filed chronologically, e.g., WARS: UNITED STATES - War of 1812 is filed before WARS: UNITED STATES - Civil War, 1861-1865.

#### CATALOG CALL NUMBER

The combination of capital letters and numerals typed in the upper left hand corner of the catalog card is the CALL NUMBER. Library materials are arranged on the shelves and in files by the CALL NUMBER. It includes the classification number which identifies the subject of the book; and the Cutter number which distinguishes the book from others with the same classification number. The date is sometimes added to the call number to distinguish editions of the same title.



Library of Congress  
Call Number

Author

Title

HD 9576  
N 36  
K 63

Klebanoff, Shoshana.

Middle East oil and U.S. foreign policy, with special reference  
to the U.S. energy crisis. New York, Praeger, 1974.

Place of Publication,  
Date of Publication.

HD 9576  
N 36  
K 63

Middle East oil and U.S. foreign policy,  
with special ref to the US energy crisis.

Klebanoff, Shoshana.

Middle East oil and U.S. foreign policy, with special reference  
to the U.S. energy crisis. New York, Praeger, 1974.

xiv, 288 p. 25 cm. (Praeger special studies in international economics and  
development) \$12.50

Bibliography: p. 261-279.

S.  
United

Title

7727  
MARC

Series

Bibliographic  
Information

Subject & Added  
Entries

1. Petroleum industry and trade--Near East. 2. Energy policy--United  
States. 3. United States--Foreign relations. 4. Title.

HD9576.N36K57  
ISBN 0-275-08530-6

338.27'2820956

73-17727  
MARC

Library of Congress

74

Form and security symbols are included in the Call Number on the majority of the catalog cards as indicated below:

#### LOCATION DESIGNATIONS ON THE CATALOG CARD

1. Form and Security Symbols are found in the upper left margin of the catalog card. They further identify the physical location of library materials.

##### Form Symbols

d - document

f - microfilm

mf - microfiche

p - pamphlet

##### Security Symbols

S - Secret

C - Confidential

F - For Official Use Only

U - Unclassified

2. Articles in Periodicals. Cards which show no Class Number in the upper left corner are entries for periodical articles. Information for locating the item is shown at the bottom of the card. Copy the name of the journal, the date of the issue, and the page number. See sample card below:

CLASS NO.
AUTHOR: Marshall, S.L.A.
TITLE: Individual motivation in combat.
PUBLISHER: IN Infantry, Sep-Oct 1970, p. 31.
ACC. NO.
FB Form 6

#### 3. The Documents Catalog:

(a) STAFF STUDIES AND MONOGRAPHS. Cards are arranged alphabetically by author and subject. No call number or other symbol is needed to locate the studies in the Documents Area.

(b) HISTORICAL EXAMPLES. Cards are arranged by the military principle illustrated. Each catalog card provides a brief summary of one or more historical operations, with references to source materials.

(c) MILITARY QUOTATIONS. Quotations drawn from the writings and sayings of military leaders. Cards are arranged by subject headings.

#### READERS' SERVICES SECTION

##### CIRCULATION PROCEDURES (Telephone Number: 545-5661)

With the Call Number information locate and select your books from the shelves in the appropriate stack area, and take them to the Circulation Desk for check out. Regulations for loan of library materials are listed below:

1. The maximum loan period is four weeks; the minimum loan period is one day.
2. Library materials are renewed in person or by telephone.
3. A book cannot be renewed if a reserve request has been made for it.
4. Return books to the Circulation Desk. When the library is closed, deposit books in the book depository, which is recessed in wall near entrance to library (Room 101).
5. Overdue notices are forwarded directly to the borrower on Fort Benning Form 28. Questions concerning overdue books will be answered at the Circulation Desk.
6. If a book is lost or damaged, the borrower is required to replace it with a title of equal value or pay list price of the book.
7. Library clearance may be made in person or by telephone.
8. A book in circulation may be reserved by filling out the Library Reserve Notice (FB Form 25). When the book is returned from circulation, the requestor will be notified by telephone or in the case of students, the reserve cards will be forwarded to the distribution room located below classroom 1.

##### PERIODICALS

The Periodicals Holding Lists of all currently received magazines and newspapers are available for distribution at the Circulation Desk. The library receives approximately 350 periodicals, of which most are military journals. There is a select number of general interest magazines, i.e., Newsweek, Time, U. S. News and World Report, Value Line, Business Week, Compact, Education Digest, Educational Leadership, Phi Delta Kappan, Vital Speeches, Occupational Outlook Quarterly.

##### REFERENCE & RESEARCH SERVICES (Telephone Number: 545-7760)

1. Provides reference and research upon request, regardless of whether the request is in person, writing, or by telephone.
2. Compiles bibliographies from library materials.
3. Documents on military or technical subjects can be obtained through the library from the Defense Documentation Center or from other governmental agencies.
4. If a requested book is not in the library, the library can borrow the book from another library through the Interlibrary Loan System. Georgia Library Information Network (GLIN) is used to locate and obtain requested materials from civilian libraries.
5. Unclassified Documents Area contains current Army regulations, circulars, pamphlets, general orders, special orders, bulletins, technical and field manuals, instructional materials, programs of instruction, technical publications, staff studies, and monographs. These materials are important to the students, faculty, and staff as primary sources in research.

#### PHOTOCOPYING

The photocopying machine is located in the copy room near Librarian's Office, and is available free of charge. The copier is for the convenience of library patrons and is intended to help preserve library materials and avoid mutilation.

#### MICROFORM USE

Microfilm and microfiche readers and reader-printers are available for use. Portable microfiche readers can be checked out of the library for a definite period of time. Consult the library staff regarding use of readers. Numerous issues of newspapers, magazines, staff studies, and technical reports are on microfiche or microfilm.

#### SPECIAL COLLECTIONS

Special collections include rare books, picture files, Army service maps, students' staff studies and monographs, USAIS Reading List Books, local history publications, and the Infantry School related materials and publications. The materials may be located through the card catalog or by contacting the library staff.

#### PUBLICATIONS

Library publications are the annually prepared USAIS Recommended Reading List for Faculty and Students, Periodicals Holding List, Library Acquisitions List (quarterly), Opposing Forces Bibliographies, and the Library Handbook.

#### TECHNICAL SERVICES SECTION

The Technical Services Section is responsible for work behind the scene in acquisitions, cataloging and classification of library materials.

#### ACQUISITIONS AREA

Functions of this area include acquiring books, magazines, newspapers, microforms, pamphlets, documents and tapes needed for the instructional and research purposes of the faculty and students of the Infantry School.

#### CATALOGING AREA

Functions involve descriptive cataloging, subject cataloging and classification of newly received library materials; maintenance of records for the main card catalog and shelf list catalog.

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#### SIDELIGHTS

Library seating capacity -----	250
Floor area including mezzanine -----	17,514 square feet
Typing rooms with typewriters -----	2

# SYSTEM OF CLASSIFICATION

## Library of Congress Classes A to Z

A	<u>General Works</u>
B-BJ	Philosophy. Psychology
BL-BX	Religion
C	Auxiliary Sciences of History
D	<u>History: General and Old World</u>
E-F	<u>History: America</u>
G	Geography. Maps. Anthropology.
H	<u>Social Sciences</u>
J	<u>Political Science</u>
K	Law (General)
KD	Law of the United Kingdom and Ireland
KE	Law of Canada
KF	Law of the United States
L	<u>Education</u>
M	Music
N	Fine Arts
P-PA	General Philology and Linguistics Classical Languages and Literatures
PB-PH	Modern European Languages
PG	Russian Literature
PJ-PM	Languages and Literatures of Asia, Africa, Oceania. American Indian Languages. Artificial Languages
PN,PR,PS,PZ	General Literature. English and American Literature
PQ	French, Italian, Spanish and Portuguese Literatures
PT	German, Dutch and Scandinavian Literatures
Q	Science
R	Medicine
S	Agriculture
T	Technology
U	<u>Military Science</u>
V	Naval Science
Z	Bibliography. Information Sciences

SUBJECTS UNDERLINED INDICATE THE UNITED STATES ARMY INFANTRY SCHOOL LIBRARY'S EMPHASIS IN THESE FIELDS.